Meeting Agenda Template

Meeting Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date and Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location/Virtual Link: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Agenda Items:

1. Welcome and Introductions (Time allotted: 5 mins)

2. Review of Previous Meeting Minutes (Time allotted: 10 mins)

* (Key points)

3. New Business (Time allotted: 20 mins)

* (Topic 1)
* (Topic 2)

4. Discussion Points/Updates (Time allotted: 15 mins)

* (Point 1)
* (Point 2)

5. Action Items and Next Steps (Time allotted: 10 mins)

* (Action item 1)
* (Action item 2)

6. Closing Remarks (Time allotted: 5 mins)